

Typing Information

Typing Requirements:

All positions requiring typing speeds of 35 or more words per minute (WPM) will call for typing credentials at time of application.

Typing certificates should be scanned and attached to your employment application prior to clicking "Certify & Submit."

Human Resources will accept typing credentials from:

The School Districts
International Business College
University of Texas at El Paso
El Paso Community College
Texas Workforce Commission

Note: Documentation must be on company letterhead, state gross words per minute, net words per minute, and number of errors. Typing credentials are valid for two years.



City of El Paso offers typing exams!

Human Resources Department is offering typing exams for those interested. The exams will be given daily and will be held in the Human Resources Department located on the third floor of City Hall, 2 Civic Center Plaza. Tests are scheduled to run from 9:00 a.m. to 4:00 p.m. and are given in thirty minute intervals on a first come first serve basis. No appointments are necessary. Picture I.D. is required to take the exam.